

Human Resources Directory

(Branch Listing)

August 8, 2002

Benefits & Retirement Staff – 763-HR4U

CSRS	Health Insurance	Long Term Care Insurance
Death of Employee	Insurance Forms	Retirement
Disability Retirement	Life Insurance	Thrift Savings Plan (TSP)
FERS		

Decennial & Field Staff – 457-4600

Census 2000 HR Policy	Dual Appointments	Welfare to Work
Decennial	Non-Citizens	
Decennial Pay Rates	Position Classifications (Sch.A)	

Diversity Office – 457-3587

Change Agents	Diversity Management	OAS Action Plans
Diversity Awareness	Organizational Assessment Survey	
Diversity Council	(OAS)	

Employment & Compensation Branch 457-3705

Appeals, Classification	Job Sharing	Relatives, Employment of
Career & Career-Conditional Employment	Merit Assignment Program	Reorganizations
Career Ladder Positions	Occupational Series	Resignation
Career Transition Assistance Program (CTAP)	Official Duty Station	Salary
Change to Lower Grade	Part-Time Employment	Salary Retention
Classification of Positions	Pay Retention	Schedule C
Competitive Status	PD Library	Seasonal Employment (formerly On-Call)
Compensation Management	Position Analysis	SES
Core Document	Position Audits	SES Performance Appraisal
Details	Position Classification Std's (OPM)	Supervisory Ratio
Disability (Jobs for Persons with)	Position Descriptions	Temporary Appointments
Employee Performance Folders - SES	Position Management	Temporary Promotions
Employment	Promotions	Term Appointments
Employment Forms	Qualification Standards	Time-in-Grade Restrictions
Excepted Service	Reassignment, Request for	Transfer
Factor Evaluation System (FES)	Reclassification	Vacancy Announcements
Fair Labor Standards Act (FLSA)	Recruitment, General	Veteran's Preference
Hiring	Reduction-in-Force	Veteran's Readjustment Act
	Reemployed Annuitants	Widow-Wife Veteran's Preference
	Reemployment Rights	Within-Grade Increases
	Reinstatement	

Employee Relations Branch - 457-3701

Adverse Actions	Disability (Reasonable Accommodations)	Harassment (sexual, racial)
Alternative Work Schedules	Discipline	Hatch Act (Political Activities of Employees)
Awards	Ethics	Honor Medals (Gold, Silver, Bronze)
AWOL	Excused Absence (Hazardous Weather, etc.)	Hours of Duty
Bulletin Boards, Posting	Federal Women's Program	Incentive Awards
Cash-in-a-Flash Awards	FFLA/FMLA	Leave
Census Awards and Recognition System (CARS)	Financial Disclosures	LWOP
Census Award of Excellence	Flextime	Misconduct, Employee
Conduct, Employee	Furlough	On-the-Spot Awards
Conflict-of-Interest	General Workforce Performance Appraisal	Outside Employment
Counseling, Employee		Performance Improvement Plan
Director's Award for Innovation		

(PIP)	Quality Step Increase	Time -Off Awards
Performance Management	Removal	Unsatisfactory Performance
System Ratings (GWF)	Special Achievement Awards	Violence in the Workplace
Political Activity (Hatch Act)	Special Act Awards	Waiver of Overpayment
Probationary Period	Suggestion Program	Within Grade Increase Denials
Prohibited Personnel Practices	Suitability	
	Termination	

Health Unit - 457-1673

Allergy Shots	Health Education	Medical Questions
Bloodmobile	Immunizations, (Gov't Travel)	Physical Examination
CPR Training	Injuries, On-the-Job	Records, Medical
Employee Assistance Program	Medical Examination	Wellness Program

Labor Management Branch – 457-3711

Collective Bargaining Agreement	Labor-Management Relations	Unfair Labor Practices
Drug Testing	Labor-Management Partnership	Union Contract
Grievances	Physical Relocations (Union	Union Dues-Termination
Hazardous Material	Notification)	
Communications Program	Safety	

Pay, Processing & Systems Banch – 457-2900

Address Changes	Leave Transfer Program (Leave	Paycheck/Payroll Questions
CD-440 (T&A)	Donor)	Personnel Information, Release of
Creditable Service (Service	Name Changes	Preliminary Employment Data,
Computation Date)	National Finance Center	(SF-75)
Direct Deposit	Notification of Personnel Actions	Premium Compensation
Employee Express-Employee	(SF-50)	Records, Personnel
Performance Folders, GWF	Official Personnel Folder, (Copies	Restoration of Leave
Employment, Verification of	of Documents)	Savings Bonds
Expert System for Personnel (ESP)	Official Personnel Folder,	Special Sworn Employees
Garnishments	(OPF) (Filing)	Tax Withholding (W-4s)
HRDS	Official Personnel Folder (Review)	Time & Attendance Questions
Leave Restoration	OPF's (Request of Prior Service)	Waivers of Overpayment
	Overtime/Premium Compensation	Within-Grade Increases

Planning & Evaluation Branch – 457-8354

BC-245 (Bureau Staff Roster)	Organization Assessment Survey	Reorganizations
Change Management/Leadership	Organization Charts	Separation Clearance Information,
Exit Survey	Organization Codes	DC-126
Facilitation	Organization Development	Workforce Planning and
Functional Statements	Organization Proposals, Review,	Evaluation
Groupware Systems Software	Structure	
Facilitation	Organizational Review	
HR Program Evaluation	Organizational Structure	
HR Program Marketing	Project Management Repository	
Myers-Briggs Type Indicator	Project Management Scalable	
(MBTI)	Methodology	

Recruitment Branch – 457-3274

Clerical Recruitment	College Recruitment	Summer Employment
Clerical Testing	Co-Op Program	

Workforce Development Branch - 457-2348

Audio-Visual Services	Competency Development	Fellowship Programs for
AutoTrain	Continued Service Agreement	Managers/Executives
Career Resource Center	(Training)	Long-Term Training
Census Corporate University	Ex./Mgmt./Supv. Development	New Employee Orientation

Project Management
Purchase of Off-the-Shelf Courses
& Materials (\$)
Supervisory/Management
Development
Training
Training Agreement

Training Counseling/information
Training Information System
(individual, organizational
records, histories, reports)
Training Requests & Training
Equipment
Training Room Reservations

(SHEP-2A)
Training Vendor Information
(catalogs, cost, date, etc.)
Upward Mobility Courses
Welfare-to-Work